



Liquor Use Permit Application

If the property owner is not filing the application, please complete the attached Letter of Authorization for an applicant or project representative to file the application.

Project/Business Name		
Property Location/Address		City, State, Zip Code
Legal Description		Assessor's Parcel Number(s)
Proposed Use (e.g. Liquor Use – Series 12, 6, 10, etc.)		Gross Acreage
Property Owner(s)		Contact Person
Mailing Address		Phone Number
City, State, Zip Code		Email Address / Fax Number
Applicant/Firm Name		Contact Person
Mailing Address		Phone Number
City, State, Zip Code		Email Address / Fax Number
Signature of Property Owner or Representative		Date
For City Use		
Date Filed	Application No. LUP	Planner



Letter of Authorization

Please accept an application for a Liquor Use Permit for property located at (*provide address and suite number*):

Assessor Parcel Number(s):

Said property is owned by (provide the Maricopa County recorded Property Owner information):

who hereby authorizes me to file this application on his/her behalf.

I certify that the above information is correct, and that I am authorized to file an application on said property on behalf of the owner.

Applicant Signature

Date

Property Owner Name Printed

Date

Property Owner Signature

Date

Property Owner Name Printed

Date

Property Owner Signature

Date

Liquor Use Permit Submittal Checklist

Please submit the following:

- _____ Written narrative that describes the proposed business requesting liquor. Include specific details in your description such as property address and suite number(s), if applicable, shopping center or project name, business name, series liquor license requested, type of liquor to be served/stored/sold, hours of operation, days of the week business is open, number of employees, state whether there will be entertainment such as live music, pool tables, televisions, speakers, music, dancing, and the like, include the building or tenant space square footage, lot size in acres, state if there is an outdoor dining areas or patio, state how the patio complies with the Smoke Free Arizona law, discuss access to and from the patio, the total number of seats, the number of seats provided indoors and outdoors, discuss any site improvements related to this liquor Use Permit such as landscaping, building architecture, parking, pedestrian access, fencing of patio, building signage, monument signage, and the like. Provide any other details about the type of business requesting liquor and how it relates to the surrounding area/tenants. Provide a menu if available. Include the point of contact's name and phone number for this application.

- _____ Application Form

- _____ Letter of Authorization (if necessary). To be completed if you are leasing property and are not the property owner

- _____ Mailing Labels of all property owners within a 600-foot radius from the boundaries of the subject site/commercial center's property lines (not the tenant space) and any City Registered Neighborhood Organizations (RNO's) within one-quarter mile (1/4 mile – 1320 feet) of the subject site/commercial center's boundaries (not the tenant space). The RNO's will be provided later by the City to add to your list. Property ownership information to be retrieved from the Maricopa County Assessor's Office website. Keep a set of mailing labels for your own use for a required neighborhood meeting.

- _____ Liquor Use Permit application fee - \$475
- _____ Request to extend an existing Liquor Use Permit – \$475

Plan Submittal Requirements:

Two sets of 24" x 36" plans, and one set of 11" x 17" copies of each of the following items. All plans must be drawn to scale. The Planner assigned to your project may ask you to submit these documents in the form of development booklets.

- _____ Site Plan of the commercial retail center and highlight business location, and a Site Plan of just the proposed building or tenant space including:
 - _____ Zoning district for subject parcel
 - _____ Site Address, Suite Number
 - _____ Date of plan and revisions
 - _____ Vicinity map with notation of site location
 - _____ North arrow and Scale (engineers scale 1" = _____)
 - _____ Street names
 - _____ Existing and ultimate right-of-way dimensions
 - _____ Proposed uses of building
 - _____ Building configurations/dimensions
 - _____ Gross building area
 - _____ Gross and net acreage of site
 - _____ Building lot coverage
 - _____ Building Setbacks (building, landscape, and intersection landscape)
 - _____ Parking spaces required and provided
- _____ Floor Plan of building's interior and exterior patios/outdoor dining areas. Include tables and seat locations, entrances and exits, bar area, kitchen, pool tables, dance floor, and the like
- _____ Landscape plan – show any proposed landscaping as may be required if this is a new development or upgrades to an existing development
- _____ Building elevations or photographs of the building/tenant space
- _____ Neighborhood Meeting – to be coordinated with Planner

Additional materials, plans, and information may be required for your specific Liquor Use Permit request as directed by Planning Staff upon reviewing the application request.